

Developmental Disabilities Resource Board of Clay County
Board Owned Property Committee
October 25, 2016 Meeting Minutes

The Board Owned Property Committee met on October 25, 2016 at 5:30 pm at the offices of DDRB. Present for this meeting were Alan Naylor, Rick White, James Gottstein, Stephen Elliott and Sonja Bennett. The meeting was called to order by Alan Naylor.

Guests at the meeting included Jim Huffman with Life Unlimited and later joined by Barbara Griggs also with Life Unlimited.

The first item of business was the outside lighting for the 920 Kent Building. Sonja reported that none of the outside lighting is working properly. The canopy lighting (2 of 4 of the lights work) and they stay on all day and night. The flagpole light does not work. The pole lights don't work properly – some not at all – some during the day – some partially at night. None of the lighting over the doorways works. Mr. Naylor reported that he had received bids from several sources and was looking for a direction from the committee and/or board on which direction they wanted to go in repairing/replacing the lights. He has a verbal bid from Jason at Kuhlman Construction of \$5000 to repair the lighting and replace with LED lighting for \$5000. We have a bid from Worldwide Energy / Odegard for \$8834 less a projected \$1000 rebate from KCPL for converting to LED for a total of \$7884. We have a bid from North Kansas City Electric as well which is approximately \$4950 to convert to LED lighting. There was some discussion as to whether we might only need to replace the electronic sensor or perhaps that in addition to the lights. Steve Elliott said he had a contact in the lighting industry and would request he come review the lighting situation and give us a report. It was also requested that Jason Kuhlman provide a more detailed proposal. Sonja expressed her concern about repairing the parking lot lights before the season when it is dark at 5pm when people are leaving the building. The Committee agree to table the decision for now but would consider a Teleconference or Email Roll Call vote if we have definitive information prior to the next meeting.

Mr. Naylor announced that the 3rd Board Owned Property inspection would be on Monday, November 7 at 9am commencing at the Ridgeway House.

A proposal from Scott Rice in the amount of \$1395.02 was presented by Alan Naylor to outfit one more shared office space with a desk. Sonja reported this will create one more additional space and has already been assigned to a Service Coordinator. Steve Elliott moved for approval, seconded by Rick White and unanimously approved by the Committee.

Sonja Bennett gave an update on the Kent Street Maintenance and Repairs. She reported that the trees along the front of the property had been trimmed and the dead limbs removed. A couple of the trees may not survive the winter or spring but the trimming was done to insure

they had the best chance of survival. After the rose bushes, had been cut back and sprayed they are coming back looking healthy. The touch up painting and especially some of the yellow painted walls have been completed. The windows inside and out have been cleaned. The new furniture has been installed. The AED machine has been installed. The vents and lights have been cleaned and the offices and bathrooms have all been numbered for easier management.

Alan Naylor reported that the Lease Agreement had been updated – to clarify – The Lease of Board Owned Property Manual has been updated. The language regarding Client Eligibility has been updated to mirror the current Missouri statutes. The website links were also updated but James Gottstein noted that one of the links was still not working properly. Rick White moved that we approve the changes; the motion was seconded by James Gottstein and unanimously approved by the Committee.

Steve Elliott suggested that once the Board approves changes in the Policy Manuals or the By-Laws the following month they should review the documents for those changes and then again approve the final copy. The Committee agreed.

The final item of business was the approval of an invoice to Duro-Last Roofing for \$200.10 for roof repairs. There were repairs made to the roof which fell under the warranty. A motion was made by Steve Elliott and seconded by Rick White to approve the invoice for payment. The Committee unanimously approved.

Respectfully submitted,

Sonja Bennett
Administrative Director